INVOICE DISPUTE NOTIFICATION STD. 209 (NEW 3-87) (FMC)

	(Mail in a window envelope.)		DATE			
			INVOICE NUMBER			
				AMOUNT		
VENDOR				DATE		
ADDRESS						
				REFERENCE NUMBER(S)		
—— (fold) —						
The invoice referenced above is disputed for the following reasons:						
Goods/Services not received Duplicate b			Ouplicate bil	ling		
Noncompliance with contract Invoice be			nvoice belo	ngs to another department		
☐ Incorrect billing/amount due ☐ Damaged			amaged go	oods		
Partial shipment received Invoice not			nvoice not p	properly executed		
Other						
						
THIS NOTIFICATION IS A FOLLOWUP TO A PHONE CONVERSATION WITH THE PERSON FROM YOUR COMPANY WHOSE						
NAME APPEARS BELOW NAME				DATE OF CONVERSATION		
IF YOU HAVE ANY OUTSTIONS DECARDING THIS DISDUTE CONTACT.						
IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT: NAME TELEPHONE NUMBER						
(fald)						
—— (fold) —				FOR STATE AGENCY USE ONLY DATE DISPUTE RESOLVED INITIAL		
				RESOLUTION		
RETURN THE GOLDENROD COPY OF THIS NOTIFICATION WITH THE CORRECTED INVOICE			ION			
(For your convenience, the return address has been positioned for use in a window envelope.)						
	positioned for use in a window envelope.					
RETURN						
TO:					Vendor	
				Pink —	Purchasing Accounting Vendor (To be returned to agency)	
					File 209PRT.FRP	